

ASUCC Club Petition for Certification/Recertification

Quarter: _____ Year: _____

Club Name: _____

The purpose of this club is to: _____

The signatures of thirty (30) currently registered UCC students enrolled for three or more credits are required for the club to be considered.

Print Name	Sign Name	Please contact me about being a member of the club (provide email or phone number)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

Club Representative Name: _____ Phone#: _____ E-Mail: _____

(must be a currently registered student)

I agree, as the main student club member contact, that the club subscribes to the Affirmative Action statement found in current UCC catalog and that the club will adhere to all federal, state and local regulations regarding college clubs. I understand that if our club violates any rules, regulations and procedures it may be grounds for revocation of club privileges and/or a freezing and/or reclaiming of club funds. I also agree to ensure that a representative of the club is present at weekly ASUCC Student Leadership Team meetings, as scheduled, in order to be considered active by the ASUCC.

Club Advisor: _____ Ext#: _____ E-Mail: _____

(full time faculty/staff preferred and strongly encouraged, but not required)

I have read the Letter of Position Acceptance for Club Advisors and I agree to serve as a club advisor. I declare that the club subscribes to the Affirmative Action statement found in the current UCC catalog and that the club, under my guidance, will adhere to all federal, state and local regulations regarding college clubs.

Club Representative Signature/Date

Club Advisor Signature/Date

Student Engagement Office/ASUCC
CLUB ADVISOR AGREEMENT

As a club advisor, you are agreeing to undertake a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- motivate and challenge students;
- better know and understand students outside the classroom;
- see students successfully apply skills learned in the classroom;
- meet and work with leaders from the community and our campus in planning student club programs;
- meet professionally and socially with other instructors involved in similar activities; and
- work with students from diverse backgrounds.

Your Club

A chartered student club is any student club which has been officially recognized by the ASUCC. Student clubs may exist on campus without official recognition but will not be eligible for subsidy by the ASUCC or be granted the benefits given to a chartered student club. Chartered student clubs must be open and available to any Umpqua Community College student regardless of race, creed, religion, color, national origin, sex, marital status, disability, veteran status, age, sexual orientation, status as a disabled or Vietnam era veteran, or any other status protected by federal, state, or local law.

The club you are advising is considered an extension of the ASUCC and you will be expected to advise your club programs and/or activities accordingly. The ASUCC Constitution and Bylaws, the Student Code of Conduct and Umpqua Community College Board Policies and Administrative Procedures are a few of the documents which define appropriate club conduct.

Your Role

The role of a student club advisor is a complex one. Advisors must work with students who possess unique personalities from a variety of cultural backgrounds and must help those students come together to form a cohesive group. An advisor needs to be a counselor, teacher, coordinator, supervisor, evaluator, resource person, and public relations agent.

An enthusiastic, organized, and well-informed advisor is essential to a successful student club. The tasks involved in advising a student club are diverse. To effectively advise a club, you will want to:

- make a commitment to the club for a certain period of time each week
- familiarize yourself with the goals, procedures, and school policies pertaining to student clubs
- encourage and stimulate involvement of all students
- assist students in developing an understanding of group process and leadership skills
- assist students in setting goals and developing plans for achieving those goals
- encourage teamwork and cooperation among members
- ensure that members' contributions and accomplishments are recognized

Your Responsibilities

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility because the advisor is acting on behalf of the College in the event of an accident, injury or disciplinary situation. To serve the students well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the club.

Club advisors are expected to:

1. Be thoroughly familiar with the nature and objectives of the club.
2. Read and be familiar with the campus policies and procedures.
3. Attend club meetings regularly.
4. Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
5. Monitor good record keeping of all club events, meetings and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.
6. Approve all authorized expenditures. The Student Engagement Office will not approve expenditures without the expressed approval of the club advisor and club student representative.
7. Attend club trips and major events or make arrangements for staff attendance if you are unable to participate.
8. Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regards to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Student Engagement Office.
9. Be a resource person for the club. Serve as a liaison with other campus offices and staff.

Our Expectations

As an ASUCC club advisor and representative of the college, it is the expectation of the Student Engagement Office and the Director for Student Engagement that you will:

1. Attend and assist with, as available, programs and activities sponsored by the club.
2. Encourage club members to participate in leadership training, as offered.
3. Develop a positive, collaborative working relationship with the Director for Student Engagement
4. Conduct yourself professionally and model effective leadership behaviors
5. Maintain confidentiality of student records in accordance with Umpqua Community College Board policy and Administrative procedure;
6. Comply with college rules and regulations;
7. Comply with state ethics rules and regulations; and
8. Use Student Engagement/ASUCC/College property for official business only.

My signature indicates that I have read the Club Advisor Agreement and am willing to serve as the advisor to the club noted below:

Printed Name

Signature

Date

Club/Student Organization Name

Club Constitution Template

Article I

Name

The name of the student organization shall be the [name of club] Club.

Article II

Purpose

It shall be the purpose of this organization to [purpose statement].

Article III

Membership

Membership in the organization is open to any currently enrolled Umpqua Community College student. Members will have voting rights and may serve as officers in the organization.

Former students, other members of the campus community and community members may participate in the club, but may not hold office or vote.

Article IV

Authority and Responsibility

Section 1 – Authority: The organization operates under the authority of the Associated Students of Umpqua Community College (ASUCC) Leadership Board.

Section 2 – Power: The officers of the organization have the power to administer and enforce the constitution and bylaws of the organization.

Section 3 – Responsibility: The organization will adhere to the policies and procedures of Umpqua Community College, including, but not limited to the ASUCC Constitution and Bylaws and the Student Code of Conduct. The organization will also adhere to the laws and regulations of Douglas County and the State of Oregon.

Article V

Notice of Non-Discrimination and Equal Opportunity

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Article VI

Notice of Anti-Hazing

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment.

Article VII

Officers

Section 1 – Titles: The organization shall have a President, Vice President, Secretary and Treasurer. These officers comprise the Executive Committee.

Section 2 – Qualifications: All officers must be currently enrolled students, carrying a minimum of three credits and members of the organization.

Section 3 – Term of Office: The term of office shall be from election until the end of the academic year in June. A student may serve as an officer as long as they are a student and are confirmed through a vote of the club members.

Section 4 – Election: Election of officers shall be held annually. No less than two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor. Candidates must accept the nomination and speak about their qualifications for serving as an officer. Elections will be done by a ballot. The person receiving majority vote will be elected.

Section 5 – Duties of Officers:

Section 5.1 - The President:

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the Executive Committee, directs the budget

Section 5.2 - The Vice President:

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.

Section 5.3 - The Secretary:

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the Executive Committee.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section 5.4 – Treasurer:

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

Section 6 – Resignation: An officer advisor may by submitting a letter to the Advisor.

Section 7 - Removal of Officers: Any officer who fails to fulfill the responsibilities, duties, and/or minimum qualification of the position, engages in abuse of power of office, engages in behavior and conduct unbecoming of an officer/student leader may be removed as an officer by a unanimous vote of the other members of the Executive Committee. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the membership.

Article VII Vacancies

A vacancy shall be declared when an officer leaves the institution, resigns or is removed from office. Any vacancy which may occur in an office shall be filled by appointment by the president of the organization pending ratification at the next group business meeting.

Article IX Advisor

Section 1 – Eligibility: The advisor to the organization shall be a full time employee at Umpqua Community College. A part-time faculty member may serve as an advisor to the organization upon approval of the faculty member’s supervisor.

Section 2 – Selection: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director for Student Engagement.

Section 3 – Term of Service: The advisor shall be confirmed yearly by the general membership of the organization. Should the organization chose not to confirm the advisor, the organization must select another employee to serve as the advisor and have the advisor approved by the Director for Student Engagement. The advisor may resign by submitting a letter to Director for Student Engagement if prior to yearly confirmation or by asking to have his/her name withdrawn from confirmation.

Section 4 – Duties of Advisor:

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

Article X Voting

Section 1 – Eligibility: Each member in good standing may vote.

Section 2 - Quorum: Quorum in a general meeting of the organization shall constitute a minimum of three officers and five members.

Section 3 – Proxy voting: Members are allowed to vote on the business of the organization by submitting a vote in writing to the President. The proxy must state the name of the voter, the business for which the member is voting and if the member is voting in support of, against or abstaining.

Article XI Committees

Section 1 – Establishment: The Executive Committee may establish both standing and special committees. Members shall be appointed by the President subject to ratification by the organization during a regular business meeting.

Section 2 – Responsibilities: The purpose and duties of the committees shall be defined by the Executive Committee.

Article XII Finances

Section 1 – On-Campus Account: The organization shall be assigned a budget code for revenues and expenses by the college. The organization shall not maintain an off-campus account.

Section 2 – Fiscal Year: The fiscal year of the organization shall be from July 1 to June 30.

Section 3 - Dues: The organization has the option of charging quarterly or yearly dues, which shall be collected upon active membership in the organization. The amount of dues shall be determined each year by the organization's officers. The amount set for dues shall not unduly prohibit students from joining the organization and waivers or scholarships shall be offered by the organization for members who are unable to afford the dues.

Section 4 - Revenues: The organization may generate revenues through fund-raising activities approved by the Director for Student Engagement. Appropriate accounting procedures shall conform to college and state policy.

Section 5 - Expenditures: The organization may make expenditures with the approval of the organization treasurer and advisor. Expenditures shall conform to college and state policy.

Article XIII Meetings

Section 1 – Open Public Meetings: All meetings of the organization and its committees shall be open and public, and all persons shall be permitted to attend any meetings except as otherwise provided in ORS 192.610 to 192.690.

Section 2 – Notice of Regular Meetings: At least 3 days notice shall be given for each regular business meeting.

Section 3 – Special Meetings: Special or emergency meetings may be called with at least twenty-four hours notice by the Executive Committee.

Section 4 – Structure: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article XIV Parliamentary Procedure

Section 1 – Roberts Rules of Order: The rules of Parliamentary Procedure as contained in Robert's Rules of Order, Newly Revised, shall be a guideline for the organization in all cases to which they are applicable and not inconsistent with the Constitution or any special rules of order as determined by the Executive Committee.

Section 2 – Suspension of Rules: The rules may be suspended by two-thirds vote of the present membership.

Article XV Bylaws

The Bylaws shall be the lawful means by which the provisions of the Constitution shall be implemented.

Article XVI Interpretation

The interpretation of the Constitution shall be the responsibility of the organization's President, with advice from the Advisor. Initial appeals to interpretation will be made to the ASUCC Executive Council. Appeals may be made to the ASUCC Leadership Board and subsequently, the Director for Student Engagement.

Any interpretation of the Constitution shall be made with the view of its basic principles, which are to increase and foster student responsibility, interest, and participation in the activities and programs of the organization.

Article XVII Amendments

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.

Article XVIII Adoption and Implementation

The Constitution shall be implemented upon its adoption by a majority vote of the ASUCC Leadership Board.

Drafting a Constitution & Bylaws

The Constitution of an organization contains the fundamental principles which govern its operation and establishes the specific rules of guidance by which the group is to function. All, except the most informal groups, should have their basic structure and methods of operation in writing.

Why have a Constitution?

By definition an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide a structure to aid future leaders of your organization to insure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

What should be covered by a Constitution?

The following guidelines are provided to assist student groups in establishing a constitution and outline the standard information to be included in a constitution to be consistent with college guidelines. Other articles and sections are included to provide some examples of sound organizational practices. However, remember the constitution is for your organization. It's important to think through what is written so it reflects your organization's purposes and needs as well as include college requirements. The prime objective is to draft a document that covers these topics in a clear and concise manner. If you have any questions you should consult with the ASUCC Student Government or the Student Life Office.

The guidelines suggest the order in which articles usually appear within a constitution. Keep in mind that all club constitutions and objectives must be in accordance with ASUCC policies, procedures, and mission statement.

The constitution of each club/organization contains the fundamental principles that govern its operation.

Example Constitution Outline

- Article I Name of the organization
- Article II Affiliation with other local, state, or national groups (if applicable)
*What does that affiliation mean? What are the obligations and responsibilities?
Your organization will be subject to the regulations and policies of Umpqua Community College, the Constitution & Bylaws of the of the Associated Students of Umpqua Community College, and all local, state, and federal laws. UCC policies and procedures and the ASUCC Constitution & Bylaws shall take precedence over the constitution of a regional/national organization.*
- Article III Purpose, aim, and function of the organization
- Article IV Membership requirements and limitations
- Article V Authority, Powers, Responsibility
- Article VI Non-Discrimination Statement.
It is the policy of the College not to discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, or marital status in admission and access to, or treatment or employment in its programs or activities.
The College requires each organization to include a nondiscriminatory statement in their constitution. The College also requires each organization to submit a copy of the charter, constitution, or bylaws of the parent organization where applicable. This is necessary to determine whether discrimination for the aforementioned reasons is encouraged on any level.
- Article VII Officers (titles, qualifications, term of office)
Officer duties, how and when elected, type of vote, and methods for filling vacancies can be specified in the Bylaws.
- Article VIII Advisor (term of service, how selected)
The organization is required to have an advisor, preferably a full time faculty or staff member. Explain who may be selected and term of service. The duties and role of the advisor within the organization and the College by be specified in the Bylaws
- Article IX Removal of Officers and Members.
Process for providing adequate, notice of charges, opportunity for a fair hearing, and the right of appeal can be specified in more detail in the Bylaws.
- Article X Vacancies
The process for filling vacancies can be specified in more detail in the Bylaws

- Article XI Sources of Financial Support. (Provisions for membership fees, dues, and assessments, if there are to be any, should be set in detail: How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc. The provision for the organization's account, should the organization become inactive or fold, should be included (e.g. donate to charity, scholarship fund, etc.).
- Article XII Meetings
All meetings of the club shall be open and public, and all persons shall be permitted to attend any meetings except as otherwise provided in Oregon open public meetings act 192.610.
Frequency, special meetings, and who calls them may be specified in the Bylaws
- Article XIII Rules of Order (Parliamentary Authority)
The rules of Parliamentary Procedure as contained in Robert's Rules of Order, Newly Revised, shall be a guideline for the clubs in all cases to which they are applicable and not inconsistent with Constitution and Bylaws, or any special rules of order as determined by the ASUCC Student Council or Umpqua Community College.
- Article XIV Bylaws
The Bylaws shall be the lawful means by which the provisions of the Constitution shall be implemented.
- Article XV Amendments (means of proposal, notice required, voting requirements)
Any changes in a group's constitution require the approval of the UCC Student Council.
- Article XVI Interpretation (who will be responsible for interpreting the Constitution and Bylaws and to whom appeals of interpretation may be made)
- Article XVII Adoption & Implementation (how will the Constitution be officially adopted and implemented)

What are Bylaws?

The constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. Bylaws provide detailed procedures groups must follow to conduct business in an orderly manner. They provide further definition on the articles of the constitution, and can be changed more easily as the needs of the organization change. Bylaws must not contradict provisions of the constitution.

In addition to the sample outline below, bylaws may include other specific policies and procedures unique to clubs/organizations necessary for operation.

Sample Bylaws Outline

Article I	Officers (Purpose, Membership, Authority, Assumption of Duties, Responsibilities & Duties)
Article II	Advisor (Role, Duties)
Article III	Committees (include description of Standing and Special committees, How formed, Chairs, Meetings, Powers, Duties)
Article IV	Elections (Timeline, Qualification, How to file, Write-ins, Ballot, Results)
Article V	Appointments (include Appointments to Committees and Appointments due to Vacancy)
Article VI	Removal from Office (include information on Recall, Probation, Suspension, Dismissal and Resignation)
Article VII	Meetings (include standard agenda for conducting meetings)
Article VIII	Amendment
Article IX	Adoption and Implementation
Article X	Supporting Documents (specify any other documents that you refer to or will use in directing the operation and activities of your club)
Article XI	Definition of Terms (define terms that may be unfamiliar to others)